

## Buildings and Sites

### Waste Reduction and Recycling

#### I. Purpose

This policy establishes a resource recovery program, as set forth in the appendices, to promote the reduction of waste and the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management.

#### II. General Statement of Policy

The school district will adhere to state and federal laws relating to waste management and make resource conservation an integral part of the physical operations and curriculum of the school district. This compliance includes procedures managing pharmaceutical waste.

#### III. Definitions

- A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps.
- B. "Mixed municipal solid waste" means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.
- C. "Packaging" means a container and any appurtenant material that provides a means of transporting, marketing, protecting, or handling a product, and includes pallets and packing such as blocking, bracing, cushioning, weather-proofing, strapping, coatings, closures, inks, dyes, pigments, and labels.
- D. "Postconsumer materials" means a finished material that would normally be discarded as solid waste having completed its life cycle as a consumer item.
- E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner).
- F. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources.

- G. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through bio degradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.
- H. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use.
- I. "Resource conservation" means the reduction in the use of water, energy, and raw materials.
- J. "Reusable commodities" means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition.
- K. "Source-separated compostable materials" means materials that:
1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
  2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
  3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
  4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
  5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.
- L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;

2. increasing the life span of a product;
3. reducing material or the toxicity of material used in production or packaging; or
4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

Legal References:

Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)  
Minn. Stat. § 115A.03 (Definitions)  
Minn. Stat. § 115A.15 (State Government Resource Recovery)  
Minn. Stat. § 115A.151 (State and Local Facilities)  
Minn. Stat. § 115A.46 (Requirements)  
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)  
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)  
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)  
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)  
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)  
Minn. Stat. § 115A.931 (Yard Waste Prohibition)  
Minn. Stat. § 115A.932 (Mercury Prohibition)  
Minn. Stat. § 115A.951 (Telephone Directories)  
Minn. Stat. § 115A.9561 (Major Appliances)  
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)  
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)  
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)  
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)  
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)  
Minn. Stat. § 458D.07 (Sewage Collection & Disposal)  
*National Solid Waste Management Ass'n v. Williams, et al.*, 966 F.Supp. 844, (D. Minn. 1997)

Policy

adopted: 7/19/10  
Revised: 11/18/13  
Revised: 4/17/17

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

**GENERAL WASTE DISPOSAL AND RECYCLING PROGRAM**

I. Waste Disposal

A. The school district will attempt to decrease the amount of consumable waste materials by:

1. Reduction of the use of consumable materials whenever practicable;
2. Full utilization of materials prior to disposal; and
3. Minimization of the use of non-biodegradable products whenever practicable.

B. Each district facility will also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal.

C. The district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the district is located.

D. Prior to entering into a contract for the management of mixed municipal solid waste, the district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. Determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. Develop and implement a plan for managing the potential liability; and
3. Submit the information in (1) and (2) above to the Pollution Control Agency ("PCA").

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. Solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
  2. The land unless approved by the (“PCA”); or
  3. The waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
    - a. Permitted to do so by the operator of the system and the PCA;
    - b. The school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
    - c. The school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.
- F. The district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay or other electrical device from which the mercury has not been removed for reuse or recycling in solid waste or in a wastewater disposal system.
- G. The district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay or other electrical device from which the mercury has not been removed for reuse or recycling in a solid waste processing facility or in a solid waste disposal facility.
- H. The district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minnesota law.
- I. The district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium or sealed lead-acid that was purchased for use or used by the district. The district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a non-removable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed.
- J. The district may not place yard waste in mixed municipal solid waste, in a disposal facility, or in a resource recovery facility, except for the purposes of reuse, composting, or co-composting, or in a plastic bag unless specified by Minnesota Law.

- K. The district may not place a telephone directory in solid waste removal, in a disposal facility, or in a resource recovery facility, except a recycling facility.
- L. The district may not place major appliances in mixed municipal solid waste, or dispose of major appliances in or on the land or in a solid waste processing or disposal facility.
- M. The district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube.
- N. The district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The district may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

## II. Procurement of Recycled Commodities and Materials

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may purchase recycled materials. To maximize the quantity and quality of recycled materials purchased, the district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the district.
- B. When purchasing commodities and services, the district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.
- C. Whenever practicable, the district will:
  1. Purchase uncoated office paper and printing paper;
  2. Purchase recycled content paper with at least thirty (30) percent postconsumer material by weight and purchase office printing paper with at least ten (10) percent postconsumer material by weight;
  3. Purchase paper which has not been dyed with colors, excluding pastel colors;
  4. Purchase recycled content copy, office and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
  5. Use reusable binding materials or staples and bind documents by methods that do not use glue;
  6. Use soy-based inks;
  7. Produce reports, publications, and periodicals that are readily recyclable;
  8. Purchase paper which has been made on a paper machine located in Minnesota; and
  9. Print documents on both sides of the paper where commonly accepted publishing practices allow.
- D. The district may not use a specified product included on the prohibited products list published in the State Register.

- E. In developing bid specifications, the district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material.
- F. When a project involves the replacement of carpeting, the district may require all entities who wish to bid on the project to designate a carpet recycling company in their bids.

Revised: 4/17/17

## PROCEDURES FOR PHARMACEUTICAL/MEDICATION WASTE

Pharmaceutical waste includes expired drugs, personal student medications, waste materials containing excess drugs, and drugs that are intended to be discarded. The district will abide by Minnesota Pollution Control Agency guidelines on managing such regulated waste. To comply with federal, state and county rules, the district will adhere to the following procedures:

### A. Medication

#### 1. Student

- a. Where possible, all unused, discontinued or outdated medication will be returned to the parent or guardian with the return appropriately documented on the student's medication record.
- b. All medications will be returned to the parent or guardian by the end of the current school year. When returning the medication does not or cannot occur, the medication will be disposed of as pharmaceutical waste with the exception of Drug Enforcement Agency ("DEA") controlled-substances waste. Controlled substance waste will be disposed of in accordance with DEA regulations.

#### 2. Employees

An employee must retain possession of personal medication. If employee medication is found, it must be returned immediately to the employee.

### B. Disposal of Pharmaceutical Waste

1. Medications must remain (as appropriate) in the original container with personal information removed but keeping the content information legible on the label.
2. The school nurse or the health service associate will place the pharmaceutical waste in a designated, leak-proof container (e.g. "sharps" disposal container, large zip-lock bag). Each designated container must be labeled "hazardous waste" with a clear description of the waste (e.g. expired pharmaceutical containing the medication name).
3. When a waste container becomes more than  $\frac{3}{4}$  full, a school nurse or the health service associate must contact the health services coordinator for proper disposal. Proper disposal will include coordinating a pickup with an approved hazardous waste hauler.

Reviewed: 4/17/17

**ORGANICS AND RECYCLING DISTRICTWIDE STANDARDS AND PROCEDURES**  
Organics and Recycling Collection Management

I. Organics, Recycling and Trash Policy Administration

- A. The school district will work towards having nearly identical collection bins and signage labels districtwide for organics, trash and recycling. Signage above lunchroom collection bins will look similar; moving towards identical as funds allow. This will ensure all our buildings have a similar “look and feel” as to where organics, recycling, and trash are disposed.
- B. Each school site’s PTO will have a designated permanent position for a Go Green Environmental Coordinator (see description, attached). This person will act as a liaison between staff and the district and/or outside parties, and ensure that the District Go Green policy is being followed in their school.
- C. All students, teachers and staff are expected to dispose of their waste in the appropriate waste container. Teachers will ensure that their room trash, organics and recycling bins are placed by the classroom door at the end of the school day, ensuring timely and efficient cleaning of all classrooms. Bins not placed by the door will not be emptied. If additional waste bins are needed, please contact the site’s head custodian.
- D. Each school will designate a district Go Green Committee representative, who will attend all District Go Green Committee meetings. The representative can be a staff member, parent, or the PTO Go Green Environmental Coordinator. If they are unable to attend a particular meeting, they are encouraged to have another school representative attend on their behalf.
- E. In support of District Student Wellness Policy 533 to ensure nutrition education and a healthy lifestyle that includes being good stewards of the environment, for catered and non-catered events at school sites, classroom snack times and School Lunches, the District Food Service staff, PTO, outside vendors and students are strongly encouraged to purchase only food items with compostable (organic) or recyclable packaging. A three-bin sorting system will be provided by custodial staff at these events to ensure waste is properly sorted and disposed of.

II. Training

- A. Yearly review training on District organics and recycling procedures will occur at the District Welcome Back Kick-Off at the beginning of each school year. Additional resources and videos will be available year-round on the District Buildings and Grounds website under the Go Green Resources link.
- B. Custodians: Will understand that organics and recycling collection is part of their job description and District expectations.

- C. Staff and Teachers: Will understand that organics and recycling collection is a District expectation. Organics and recycling should be integrated into the curriculum where appropriate.
- D. Lunchroom Supervisors/Paras: Will understand that recycling and organics collection is part of their job description and District expectations. They will assist students in the lunchroom by directing them where to properly dispose of their lunch waste.

### III. Organics Collection and Set Up

- A. Organics collection set-up will be determined at the District level and be consistent in all buildings.
- B. Organics collection locations at each site will include:
  - 1. School cafeteria
  - 2. Teacher/staff lounges
  - 3. Classrooms
  - 4. Other areas for special events as determined by the head custodian
- C. Organics collection in the classroom should be limited to paper towels so as not to attract vermin, ants or other pests. If there is classroom food waste, it should be securely wrapped in paper towels before utilizing the classroom organics bin, or disposed of in the trash.
- D. Organics containers should be clearly labeled with Hennepin County organics labels. Labels can be ordered by teachers, staff and custodians from the Hennepin County website at <http://www.hennepin.us/business/recycling-hazardous-waste/school-recycling>
- E. Organics collection events outside of school hours will include:
  - 1. After school programs
  - 2. Early Childhood Education programs
  - 3. Classroom parties
  - 4. All-School parties and carnivals
  - 5. Events catered by District food service
  - 6. PTO-sponsored events and special staff lunches
  - 7. Fine Arts Performances
  - 8. Senior all-night party at the High School
  - 9. Other events as determined by each site

### IV. Recycling & Trash Collection and Set Up

- A. Recycling and trash bins set-up will be determined at the District level.
- B. At least one recycling and one trash bin will be placed in each classroom. There should be no more than 2 trash bins in a classroom. If more recycling containers are needed, contact the site's head custodian.
- C. Recycling bins should be blue in color and clearly labeled with a Hennepin County Recycling label. Labels can be ordered by teachers, staff and custodians

from the Hennepin County website at <http://www.hennepin.us/business/recycling-hazardous-waste/school-recycling> .

D. Classroom recycling bins should be larger than trash bins.

E. Recycling and trash bins will be located in:

1. Building entrances
2. Hallways and classrooms
3. Lunchrooms
4. Other areas as determined by head custodian for special events

Established: 5/18/15

Revised: 4/17/17

Appendix IV to Policy 805  
**Go Green Environmental Coordinator**

**Goals of the PTO Go Green Environmental Coordinator & School Go Green Committee are to:**

- Ensure District environmental policies and practices are recognized and adopted throughout the site by all organizations and committees, despite changes in staff and volunteer turnover.
- Help create a site culture where environmental impacts are considered in making decisions regarding office and staff purchases, and event decorations (i.e. school carnivals, outside clubs, etc.).
- Work with other Committee Chairs to ensure the Go Green Committee is represented at PTO-related meetings.

**Duties:**

1. This position works under the direction of the site's PTO Executive Board. The PTO Go Green Environmental Coordinator coordinates the site's environmental and energy-reducing efforts. This is accomplished through forming a school Go Green Committee to introduce, improve and increase environmentally sound practices in all aspects of school life, including all physical spaces of the site (indoors and out), classroom activities and parties, staff functions, school events, and educational opportunities.
2. Helps educate staff, students and families on the school district's environmental and Go Green policies. The site's head custodian is the first resource for any questions.
3. Acts as the site's representative on the District Go Green Committee, and attends District Go Green Committee meetings or sends another site representative if they cannot attend.
4. Strongly encourages staff, parents and outside clubs to utilize the District Food Service if catering is needed. If food is brought in for classroom parties or after-school events, providers are encouraged to use compostable packaged products or, at the very least, products with little to no waste. Flyers on low-waste food alternatives and the District Food Service contact person should be made available to school staff, parents and outside organizations.
5. Acts as a liaison between their site and parents, student groups, and outside organizations that utilize their site and the school district on Go Green Committee policies and procedures. Additional assistance can be obtained by contacting the District Buildings & Grounds Department at 952-848-3999.
6. Enlists volunteers to be on their site's Go Green Committee.
7. Ensures that they train their replacement when leaving the position.

Established: May 18, 2015

## Appendix V to Policy 805

### **Go-Green Committee**

**Purpose:** The Go Green Committee promotes sustainable environmental and energy conservation initiatives by providing advice and direction for schools and programs within the district.

1. The Go Green Committee will consist of one representative from each school selected by the principal or designee. These individuals could be a PTO member, staff or student. Additional members of the committee will consist of Building and Grounds leadership, resident dietitian, parent representative, Hennepin County School Recycling representative, and City of Edina representative.
2. The Go Green Committee will meet three times a year in September, January, and April. The dates and time will be set and published before the start of school each year. Additional meetings may be scheduled as needed. Each meeting is anticipated to last an hour.
3. The Go Green Committee is an advisory group to help support the schools and PTO's. The Building & Grounds department will be part of that support for schools and the PTO's. Requested items and changes will be discussed and, if sustainable, implemented.
4. Agenda items can be emailed to the department specialist for Building and Grounds. Items should be school-based and focused, however, sharing items not for district support may be discussed at the tail end of each meeting.

Established: July 18, 2016